

# Appendix A

School Wellness Policy  
District Nutrition Policy  
Policy from Parent Handbook



## Richmond Elementary School Wellness Policy

Richmond Elementary School, in support of the Nutrition Policy of the Appleton Area School District, promotes healthy schools by encouraging wellness, good nutrition, and regular physical exercise as a part of the total learning environment. Our school provides an environment where children learn and participate in positive dietary and lifestyle practices. We believe that improved health optimizes student performance and academic achievement. Furthermore, the Richmond Elementary School Wellness Policy is an integral part of our school mission:

*Our mission as a Richmond school community is to provide opportunities for children to grow socially, academically, emotionally, and physically. We do this through our commitment to quality instruction while encouraging student, parent, and community involvement. Together we develop life-long learners who are productive and responsible citizens of an ever-changing global society.*

### Goals of the Richmond Elementary School Wellness Policy

Provide a comprehensive learning environment that will enable students and adults to develop and practice lifelong wellness behaviors. The entire school shall be aligned with healthy goals to positively influence student and adult understanding, beliefs, and habits as they relate to good nutrition and regular physical activity.

Support and promote proper dietary habits contributing to student health and academic performance. All foods available on school grounds and at school sponsored events should meet the Appleton Area School District Nutrition Standards.

Increase the amount of time students are engaged in physical activity. A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should include regular instructional physical education, co-curricular activities, and active recess opportunities.

## Components of the Richmond Elementary School Wellness Policy

The components of the Richmond Elementary School Wellness Policy include:

- Nutrition and Dietary Components
- Physical Activity Components
- Family Involvement Components
- Staff Wellness Components

### Nutrition and Dietary Components:

The nutrition and dietary components of the Richmond Wellness Policy provide a comprehensive approach to encouraging healthy nutritional options and educational opportunities for Richmond students, staff, and families. These components include:

#### **Hot Lunch/Breakfast Program:**

Richmond Elementary School participates in the AASD hot lunch program, a "Breakfast Club" which serves breakfast before school begins, and a "Grab and Go Breakfast" for those students who take a breakfast to their classrooms. The hot lunch and breakfast programs follow the United States Government's Nutrition Standards.

#### **Healthy Snack Breaks:**

Classrooms provide students with the opportunity to take a healthy snack break midmorning or afternoon. Snacks eaten during the nutritional snack break must meet specific guidelines that have been shared with parents.

Healthy School Snacks	Birthday Treat Ideas	None of these please
<ul style="list-style-type: none"> <li>• Fresh or dried fruit</li> <li>• Pretzels</li> <li>• Cheese</li> <li>• Crackers (whole grain is better)</li> <li>• Sandwich half</li> <li>• Whole grain bagel</li> <li>• Raw vegetables</li> <li>• Muffins (low fat)</li> <li>• Juice boxes (100% juice)</li> <li>• Yogurt</li> <li>• Popcorn (no butter)</li> <li>• Nuts</li> <li>• Unsweetened cereal</li> </ul>	<ul style="list-style-type: none"> <li>• Fruit or cheese kabobs</li> <li>• Apple wedges</li> <li>• Raisins</li> <li>• Vegetable or fruit platter</li> <li>• Trail mix (nuts, dried fruit, unsweetened cereal, etc.)</li> <li>• Celery with peanut butter or cheese</li> <li>• Rice cakes</li> <li>• Cheese platter with whole grain crackers</li> </ul>	<ul style="list-style-type: none"> <li>-carbonated beverages</li> <li>-high sugar, high fat foods</li> <li>-desserts</li> <li>-items needing refrigeration</li> <li>-potato chips and similar chips</li> <li>-fruit roll-ups, prepackaged "fruit" snacks</li> <li>-pop tarts</li> <li>-for younger children...things children cannot open on their own!</li> </ul>

**Lunchroom Climate:**

A lunchroom environment that provides students with a relaxed, enjoyable climate is encouraged and reinforced.

- Adequate space to eat and pleasant surroundings are provided
- Adequate time for meals (at least 20 minutes)

**Availability of Water:**

Students are encouraged to use water bottles to stay well-hydrated during the school day.

**Fundraising:**

All fundraising efforts held immediately before, during, and after the school day must meet the Appleton Area School District Nutrition Standards. All other fundraising projects are encouraged to follow the Appleton Area School District Nutrition Standards. For example, our PTA organization will be encouraged to support our healthy living policy by reducing the number of fundraisers that include items that do not meet the AASD Nutrition Standards.

**Student Incentives:**

Strong consideration should be given to nonfood items as part of any student incentive programs. If food items are considered to be necessary incentives, they must adhere to the District Nutritional Standards.

**Birthday and Party Snacks:**

Parents are encouraged to send only healthy snacks to school when celebrating birthdays or when providing refreshments for classroom celebrations. Suggestions for appropriate treats are provided to parents on a regular basis.

**Student Nutrition Education:**

The Appleton Area School District has a comprehensive nutrition curriculum in grades K-6. Instructional staff integrate nutritional themes into daily lessons when appropriate. The health benefits of good nutrition will be emphasized. Additionally, representatives from the Children's Education Network of Children's Hospital provide instructional activities for all fifth grade students through a speaker's series organized by the fifth grade teachers.

### **Parent Nutrition Education:**

Nutrition education will be provided to parents on a regular basis throughout each school year using a variety of methods of dissemination:

- Handouts
- Postings on the school and district websites
- Articles in the school newsletter
- Recipes in the weekly newsletter
- Presentations during Family Health Nights
- Discussions during PTA meetings

### **Physical Activity Components:**

The physical activity components of the Richmond Wellness Policy provide a comprehensive approach to promoting an increase in physical activity of Richmond students. These components include:

#### **Quality Physical Education Program:**

All students in grades K-6 participate in physical education classes provided by Physical Education specialist two days a week for a period of thirty minutes per session. The Physical Education Specialist follows a comprehensive program approved by the Appleton Area School District.

#### **"Fit in Fifteen":**

"Fit in Fifteen" is a component of the physical education class that is led by the classroom teacher. This component consists of a fifteen minute period of continual physical activity. This is scheduled two times per week when students are not scheduled for physical education classes with the specialist. Specialized lesson plans for "Fit in Fifteen" sessions have been developed by the Appleton Area School District Physical Education Department and are readily available to all classroom teachers.

#### **Classroom Walks:**

All students in grades K-6 participate in classroom walks scheduled periodically throughout the school year. The classroom teacher walks with the class as they walk around the school block. Four laps around the block equals approximately one mile.

### **Indoor Climbing Wall:**

Parent volunteers helped to construct an indoor climbing wall in the gym that is used regularly by students during physical education classes and Family Activity Nights to strengthen upper and lower body muscles.

### **Active Recess Options:**

- **Expanded Playground Equipment Areas**

The addition of several new playground equipment options provide students with many opportunities for strengthening muscles through climbing, pulling and pushing actions, as well as traveling across bridges.

- **Basketball, Football, and Soccer Stations**

The Richmond field is marked for football and soccer to allow many students to participate in active games before, during, and after school. Several basketball hoops also allow for active games for many students.

- **Walk/Run Course**

A Walk/Run Course lines the perimeter of the playground area and provides many Richmond students the opportunity to earn incentives for completing special cards that record the number of miles that have been completed while running or walking on the course. In the spring of 2009, circuit training options will be provided by posting activity signs at regular intervals to encourage students to practice specific exercises while participating in the Walk/Run activity.

### **Walk/Run Club for 5<sup>th</sup> and 6<sup>th</sup> Grade Students and Sixth Grade Track Meet**

Each spring the students in grades 5 and 6 have the opportunity to participate in a Walk/Run Club that is held after school. This club is led by several Richmond staff members who run and walk with the students as they work toward meeting personal goals. In May, all sixth grade students participate in a Southside Schools Track Meet held at Appleton East High School.

### **Intramurals:**

The Physical Education Specialist and another staff member of the Education for Healthy Living School Improvement team serve as advisors for the intramural program at Richmond School. Through this program, students have the opportunity to participate in a variety of activities three times a week throughout the year. The intramural program is available to students after school on Monday and Friday

and before school on Wednesday. The intramural activities include, but are not limited to:

- Basketball
- Soccer
- Volleyball
- Field Hockey
- Jump Rope
- Indoor climbing Wall
- Dance, Dance, Revolution
- Flag Football
- Cardio Bowling

#### **Shape Up Wisconsin Kids Day**

Shape Up Wisconsin Kids, is an annual event that promotes regular, lifelong physical activity in K-12 schools throughout Wisconsin. The program aims to challenge schools statewide to sustain at least 30 minutes of continuous activity on that day. All Richmond students and staff participate in this event together by walking or running at the Lawrence University Track.

#### **Family Participation Component:**

The family participation component of the Richmond Wellness Policy provides a variety of opportunities for Richmond students, families, and staff to participate in structured events that include physical activity and promote healthy lifestyle choices. These components include but are not limited to:

- Family Health Nights
- Fall Family Pumpkin Run
- Walk Your Child to School Day
- Bike with Your Child to School Day:
- Family Activity Nights
- Walk to Win Program
- Participation in local run/walk events—i.e. Sole Burner, Fox Cities Marathon events, Santa Scamper

Staff Wellness Components:

The staff wellness components of the Richmond Wellness Policy provide a variety of opportunities for Richmond staff to promote physical activity and healthy lifestyle choices. These components include but are not limited to:

- Fitness classes offered on site—including Pilates, Yoga, Strength Training
- Healthy snacks during staff meetings and staff development days
- Chair massages offered periodically
- Guest speakers on wellness topics offered periodically at staff meetings
- Participation in the Educating Healthy Kids Summer Institute
- Distribution of healthy recipes and other health related articles
- Opportunities to obtain wellness information from the Appleton Area School District Web Site
- Reduced membership fees at participating health/fitness businesses—i.e. YMCA
- Health Assessments available through WEA Trust insurance
- Availability of Employees Assistance Program
- Site Wellness Coordinator to promote healthy options to staff members, coordinate staff fitness activities, distribute health information, and maintain the I. Q. of Life bulletin board in the staff lounge
- On-site staff motivational and incentive programs to encourage healthy lifestyles.

**"Good health and good sense are two of life's greatest blessings."**

Publius Syrus (42 B.C.)

## Dissemination of the Richmond School Wellness Policy

The Richmond Elementary School Wellness Policy is disseminated to our school community and the community at large through a variety of venues:

- Discussions at PTA Meetings
- Distribution at AAASD School Board meeting
- Articles in our school weekly newsletter: Rocket Reporter
- Inclusion in our Student Handbook
- Posting on our the Richmond School Website

Wellness Program - Windows Internet Explorer provided by Appleton Area School District

http://web/Richmond/Information/wellness.htm

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Wellness Program

**Richmond Elementary School**


Home : Calendar : Mission : Information : News : Staff : Links : Forms : PTA  
Bully Prevention : Character Counts : Wellness : Health and Safety : AAASD

**Wellness at Richmond** We have adopted a comprehensive wellness program to make Richmond an inviting learning environment.

The Education for Healthy Living Team developed and implemented a school-wide wellness program focusing on nutrition education, active lifestyles, and making healthy choices.

The Richmond Wellness Program consists of these components:

- [Nutrition and Dietary Components](#)
- [Physical Activity Components](#)
- [Family Involvement Components](#)
- [Staff Wellness Components](#)



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Health and Safety Information - Windows Internet Explorer provided by Appleton Area School District

http://web/Richmond/Information/healthsafety.htm

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Health and Safety Information

**Richmond Elementary School**

Home : Calendar : Mission : Information : News : Staff : Links : Forms : PTA  
Bully Prevention : Character Counts : Wellness : Health and Safety : AAASD

### Richmond Health and Safety Information

*Click on a link below to read more information about each topic*

<b>Health Information</b>	<b>Safety Information</b>
<a href="#">Emergency Forms</a>	<a href="#">Safe Routes to School - Maps</a>
<a href="#">School Nurse</a>	<a href="#">Walking To and From School</a>
<a href="#">Illness and Injury at School</a>	<a href="#">Closed Campus</a>
<a href="#">Permission for Student Medication</a>	<a href="#">Campus Security</a>
<a href="#">If Your Child is Ill</a>	<a href="#">Visitor Sign-In</a>
<a href="#">Tobacco Use Prevention Education</a>	<a href="#">Picking Up Students at the End of the Day</a>

**Emergency Forms:**

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## STUDENT NUTRITION

The Appleton Area School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

- A. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be dependent on revenue from high-fat, low nutrient foods to support school programs.

- B. Support and promote proper dietary habits contributing to students' health status and academic performance.

All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the District Nutrition Standards. Emphasis should be placed on foods that are nutrient dense per calorie. Foods should be served with consideration toward variety, appeal, taste, safety, and packaging to ensure high quality meals.

- C. Increase the amount of time students are engaged in physical activity.

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program from grades pre-K through 12. Physical activity should include regular instructional physical education, co-curricular activities, and recess. Substituting any one of these components for the others is not appropriate.

- D. The Appleton Area School District is committed to improving academic performance in high-risk groups so that no child is left behind.

Educators, administrators, parents, health practitioners, and communities must all acknowledge the critical role student health plays in academic stamina and performance and adapt the school environment to ensure students' basic nourishment and activity needs are met. Research highlighting the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn should be highlighted to ensure widespread understanding of the benefits to healthy school environments. The diversity of the student population (e.g., economic, religious, minority, cultural, and medical) should be considered at all times to ensure that all student needs are being met so that no child is left behind.

Adoption Date: June 9, 2003

## STUDENT NUTRITION

### Procedures

The Appleton Area School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

#### Hot Lunch/Breakfast Program:

- The full meal program will continue to follow the U.S. Government's Nutrition Standards.
- The Hot Lunch/Breakfast provider will be expected to make every effort to follow the District's Nutrition Standards when determining the items in a la carte sales.
  - A la carte items that do not meet the District Nutrition Standards may be acceptable for student consumption within moderation (i.e. limit quantity sold to an individual student).
  - A la carte items that do not meet the District Nutrition Standards may be acceptable when offered on an intermittent basis.

#### Lunchroom Climate:

- A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed.
- It is encouraged that the lunchroom environment be a place where students have:
  - adequate space to eat and pleasant surroundings;
  - adequate time for meals (the American Food Service Association recommends at least 20 minutes for lunch from the time they are seated); and
  - convenient access to hand-washing facilities before meals.

#### Fundraising:

- All fundraising projects are encouraged to follow the District Nutrition Standards.
- All fundraising projects for sale and consumption within and prior to the instructional day will be expected to make every effort to follow the District's Nutrition Standards when determining the items being sold.
  - Items being sold that do not meet the District Nutrition Standards may be acceptable for student consumption within moderation (i.e. limit quantity sold to an individual student).
  - Items being sold that do not meet the District Nutrition Standards may be acceptable when offered on an intermittent basis.

#### Teacher-to-Student Incentive:

Strong consideration should be given to nonfood items as part of any teacher-to-student incentive programs. Should teachers feel compelled to utilize food items as an incentive, they are encouraged to adhere to the District Nutritional Standards.

Student Nutrition Education:

The Appleton Area School District has a comprehensive curriculum approach to nutrition in kindergarten through ninth grade. Beginning with the 2003-2004 school year, all instructional staff will be encouraged to integrate nutritional themes into daily lessons when appropriate. The health benefits of good nutrition should be emphasized. These nutritional themes include but are not limited to:

- |                                  |                               |
|----------------------------------|-------------------------------|
| *Knowledge of food guide pyramid | *Healthy diet                 |
| *Healthy heart choices           | *Food labels                  |
| *Sources and variety of foods    | *Major nutrients              |
| *Guide to a healthy diet         | *Multicultural influences     |
| *Diet and disease                | *Serving sizes                |
| *Understanding calories          | *Proper Sanitation            |
| *Healthy snacks                  | *Identify and limit junk food |
| *Healthy breakfast               |                               |

The District Nutrition Policy reinforces nutrition education to help students practice these themes in a supportive school environment.

Parent Nutrition Education:

- Nutrition education will be provided to parents beginning at the elementary level. The goal will be to continue to educate parents throughout the middle and high school levels.
- Nutrition education may be provided in the form of handouts, postings on the District website, or presentations that focus on nutritional value and healthy lifestyles.

AASD Nutrition Committee:

With the purposes of monitoring the implementation of this policy, evaluating policy progress, serving as a resource to school sites, and revising the policy as necessary it is recommended that a District-wide nutrition committee be established. The committee would meet a minimum of two times annually with committee membership as follows:

- District Food Service Coordinator
- Dietician
- Parent representative from each school level
- Student representative from each school level
- Staff member representative from each school level
- Administrative Representative, Co-Chair
- Physical Education and Health Program Leader, Co-Chair

Adoption Date: June 9, 2003

## DISTRICT NUTRITION STANDARDS

The Appleton Area School District strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting the District has adopted the following Nutrition Standards governing the sale of food, beverage, and candy on school grounds. Sites are encouraged to study these Standards and develop building policy using the following District Nutrition Standards as minimal guidelines.

### Food:

- Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 30% of its total calories derived from fat.
- Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 10% of its total calories derived from saturated fat.
- Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower "bad" LDL cholesterol and maintain "good" HDL cholesterol.
- It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these guidelines.
- Encourage the consumption of nutrient dense foods, i.e. whole grains, fresh fruits, and vegetables.

### Beverages:

- Vending sales of pop or artificially sweetened drinks will not be permitted on school grounds.
- The nonvending sale of pop or artificially sweetened drinks will not be permitted on school grounds both prior to the start of the school day and throughout the instructional day, but will be permitted at those special school events that begin after the conclusion of the instructional day.
- The vending sale of beverages, other than soda, with less than 10% fruit juice may begin at the conclusion of the instructional day.
- Milk, water, and 100% fruit juices may be sold on school grounds both prior to and throughout the instructional day. This standard will be phased-in over the next three school years in the following manner:
  - 2003-04 School Year: Milk, water, and beverages containing 10% fruit juice with artificial sweetener may be sold on school grounds both prior to and throughout the instructional day.
  - 2004-05 School Year: Milk, water, and beverages containing 25% fruit juice may be sold on school grounds both prior to and throughout the instructional day.
  - 2005-06 School Year: Milk, water, and beverages containing 100% fruit juice may be sold on school grounds both prior to and throughout the instructional day.

### Candy:

- Vending sales of candy will not be permitted on school grounds.
- Nonvending sales of candy will be permitted at the conclusion of the instructional day.
- Candy is defined as any item that has sugar (including brown sugar, corn sweetener, corn syrup, fructose, glucose {dextrose}, high-fructose corn syrup, honey, invert sugar, lactose, maltose, molasses, raw sugar, table sugar {sucrose}, syrup) listed as one of the first two ingredients.

# Student Nutrition

Board Approved Policy 341.34, June 2003

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**A. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.**

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be dependent on revenue from high-fat, low nutrient foods to support school programs.

**B. Support and promote proper dietary habits contributing to students' health status and academic performance.**

All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the District Nutrition Standards. Emphasis should be placed on foods that are nutrient dense per calorie. Foods should be served with consideration toward variety, appeal, taste, safety, and packaging to ensure high quality meals.

**C. Increase the amount of time students are engaged in physical activity.**

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program from grades pre-K through 12. Physical activity should include regular instructional physical education, co-curricular activities, and recess. Substituting any one of these components for the others is not appropriate.

**D. The Appleton Area School District is committed to improving academic performance in high-risk groups so that no child is left behind.**

Educators, administrators, parents, health practitioners, and communities must all acknowledge the critical role student health plays in academic stamina and performance and adapt the school environment to ensure students' basic nourishment and activity needs are met. Research highlighting the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn should be highlighted to ensure widespread understanding of the benefits to healthy school environments. The diversity of the student population (e.g., economic, religious, minority, cultural, and medical) should be considered at all times to ensure that all student needs are being met so that no child is left behind.

# Head Lice/Nits in the School

Board Approved Policy 453.31-Rule, January 1999

Procedures for Control and Treatment

1. Any student who is suspected of having head lice shall be removed from the classroom as unobtrusively as possible to be screened. Head lice screenings may be made periodically on any child as necessary during the school year. These screenings will occur by the school nurse or designee approved by the school principal.

2. If live lice or untreated nits are apparent:

- a. If a lice infestation is suspected or confirmed, the building principal shall be informed. The building principal will consult with the school nurse to confirm the presence of lice or nits. All students with live lice or untreated nits shall automatically be excluded. The student will remain in the office area until the parent/guardian or designated adult arrives at school.
- b. A written explanation of lice treatment will be given to the parent. This will include a verification form to be completed by the parent describing and documenting the treatment plan. As part of the treatment process and before re-admittance, parents will be instructed to remove all lice and nits. The school nurse may furnish treatment supplies for those families demonstrating financial need.

3. Re-admittance to school:

- a. The parent or another adult will return with the child and present the verification form to the office.
- b. The student will be checked by the school nurse or designee upon return to school. The presence of live lice will again constitute exclusion, and further treatment options will be discussed. If no live lice are present, the student may remain in school.

c. If, after initial treatment, nits are present but no live lice, the student may remain in school. The parent will then be informed that the nits must be removed by the fourth calendar day following treatment. The student will be rechecked again on the fourth day. If nits are still present, the student will be excluded until the nits are removed.

d. The above procedures will be repeated until lice and nits are removed.

e. Exclusions due to the presence of lice or nits will be considered excused absences. However, excessive absences due to lice infestation may result in referrals to other agencies.

4. Confidentiality:

a. Only information needed for the purpose of assuring notification of the appropriate parties involved and for prevention of further outbreaks should be noted. All information shall be kept in confidence in accordance with State and Federal laws and regulations. Treatment verification forms are to be considered and treated as patient health care records.

b. Each building will maintain a confidential log of confirmed students with head lice. The log will include information such as inspection, exclusion, treatment, and re-inspection dates and results.

c. Parents of other students at the school will be notified of the presence of lice when such a notice is considered appropriate by the principal and school nurse.

